



**JOB INFORMATION**

<i>Job Code:</i>	199206
<i>Job Title:</i>	Vice President, Health Policy
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive

**JOB SUMMARY**

Responsible for the strategic development and advancement of healthcare legislation and policies aligned with university priorities. Serves as primary contact and an expert resource for complex healthcare issues, driving policies and agenda at all levels of government. Establishes and supports opportunities for government/grant funding related to the university’s healthcare and research missions, building and maintaining relationships with all key internal/external stakeholders. Participates in and/or serves in leadership roles on numerous committees and organizations, acting as a university representative.

**JOB QUALIFICATIONS:**

**Education**

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master’s degree	
	X	Master’s degree	Or
	X	Juris Doctor (JD)	

**Additional Education**

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

**Work Experience**

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	in health policy and governmental relations.
X		3 years	in a senior leadership role.
	X	13 years	
	X	5 years	in a senior leadership role.

**Additional Work Experience**

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated leadership skills and experience, able to establish strong relationships with government officials and agencies.
X		Experience with healthcare public policies and regulatory issues in Los Angeles, Southern California, statewide and at the national level.
X		Expertise and proficiency with managing complex issues at multiple levels of government.
X		Ability to lead with influence, expertise, and advocacy with key internal/external stakeholders.
X		Experience managing teams and resources in a cross-functional and collaborative environment.
X		Exemplary oral and written communication skills, exercising diplomacy, tact, discretion and confidentiality while interacting with diverse communities of colleagues.
X		Ability to compile and summarize information in succinct, understandable reports and formats.
X		Demonstrated project management, organizational and critical thinking skills, able to adjust to changing demands and pressing issues.
	X	Demonstrated experience in management/supervisory roles in hospital or provider-side environments.
	X	Multilingual communication skills, fluent in Mandarin, Spanish, Korean and/or other languages beyond English.
	X	Working knowledge of California and multi-state employment law.
	X	Knowledge and/or understanding of cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).
	X	Established relationships with policymakers and other relevant networks.
	X	Enthusiasm for and experience with working within a university community with students and faculty.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and advances university health policy strategies with internal/external stakeholders and at all levels of government. Participates in and/or serves in leadership roles at numerous relevant committees and organizations (e.g., Hospital Association of Southern California, Alliance for Dedicated Cancer Centers), advocating on behalf of the university and its healthcare enterprise.				
Crafts and advances legislative/policy proposals aligned with university priorities. Oversees strategic communication plans and outreach campaigns in complex networks for priority, targeted policy issues. Stays current with news, trends, industry technology, and proposed regulations, monitoring for any impact on the university. Implements coalition-building strategies with senior leadership and relevant stakeholders, maintaining regular communications.				
Engages and builds collaborative policy partnerships with peer institutions, community groups, task forces and other relevant stakeholders. Leads strategic decision-making on the development of new relationships with officials in government, the private sector, and the community at-large. Plans, designs and coordinates advocacy events with civic/government leaders (e.g., campus visits), maintaining relationships to advance policy and research priorities.				
Fosters and shapes in-depth dialogues on relevant issues and short- and long-term agendas. Encourages, facilitates, cultivates, and solicits proposals from students, faculty, and the university community. Partners with key stakeholders (e.g., University Relations, Keck leadership) to align initiatives and ensure coordinated issues management activities. Stays consistently engaged with legislators, policymakers, and their staff, driving clear narratives.				
Travels regularly visiting government offices in Los Angeles county, Sacramento, and Washington, D.C. to expand/maintain university presence. Manages assigned staff and oversees external consultants/resources as needed. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.